



Job Posting

Position Title: Apprenticeship Grant Manager

Reports To: Matthew Spinella, Director of Work-Based Learning & Industry Engagement,
Division of College, Career and Technical Education

Location:

Tennessee Department of Education
710 James Robertson Parkway
Nashville, TN 37243

Position Description:

The grant manager is a key role in the division of college, career, and technical education and will manage planning, compliance, contracts, and budgets for the Pathways to STEM Apprenticeships for High School Students (PSTHS) grant. This position will support strategic work to increase the number of high school students seamlessly enrolling and completing competency-based registered apprenticeships by ensuring that grant-funded deliverables are executed on-time and with fidelity to program goals in collaboration with the division of college, career & technical education and its stakeholders. The grant manager must be equally comfortable and adept managing projects, sensitive data, and professional relationships with internal and external stakeholders.

Our team focuses on achieving the department's strategic goals for student success after high school graduation by ensuring that: 1) districts and their employer partners are positioned to offer high-quality registered apprenticeship programs; 2) districts and their postsecondary partners provide a seamless transition for high school apprentices into postsecondary education and the workforce; and 3) Work-Based Learning coordinators provide students in apprenticeship programs with excellent career-readiness and non-technical skills training. In order to achieve our ambitious goals, in July 2018 the department of education launched Tennessee Pathways, a comprehensive K-12 approach to build the capacity of school and district leaders to ensure that all students have clear and guided pathways from pre-kindergarten to career. Tennessee Pathways directly supports Tennessee's Drive to 55 by ensuring structural alignment and coordination between K-12, higher education, and employers. The project manager will work across the division of college, career, and technical education as a member of the college and career pathways team.



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Specific Position Responsibilities:

1. Serve as the primary PSTHS grant point of contact for the federal government. Oversee annual and final performance reports, maintenance of budget, project plan, and execution of all other grant-related deliverables.
2. Collaborate with the Director of Work-Based Learning (WBL) (and other internal and external partners as appropriate) to ensure clear communication, effective collaboration, and successful implementation, monitoring, and evaluation of grant projects. Assist in evaluating the fiscal administration and the program administration of the grant to ensure compliance.
3. Work across state and local agencies —especially the department of Labor & Workforce Development (LWD), Economic & Community Development (ECD), and the Tennessee Board of Regents (TBR) – to ensure strategic alignment of K-12, postsecondary education, community and workforce priorities related to project goals.
4. Identify and implement key leading and lagging implementation and outcome indicators related to the implementation and growth of apprenticeship programs and the impact on seamless postsecondary enrollment, credential attainment, and career success.
5. In collaboration with TN Pathways team, develop and deliver training and workshops for directors of schools, principals, and counselors on how apprenticeship programs allow students to develop the employability skills necessary for success in postsecondary education and future careers.
6. In collaboration with the department of Labor & Workforce Development (LWD), Economic & Community Development (ECD), develop sustainability models and protocols to maximize the use of funding stream to support the scale-up of apprenticeship program statewide.
7. Develop broad familiarity and expertise with key initiatives and uses related to postsecondary readiness. These include: career and technical education, early postsecondary opportunities, work-based learning, ready graduate, labor force statistics, postsecondary enrollment, persistence, completion.

Minimum Education & Experience Required

- Bachelor's degree and at least five years of professional experience in education, grant management, project management, or a related field
- Master's degree in education, administration, policy, business, or related field is preferred



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Qualifications:

Successful candidate will exhibit the following:

- Excellence
- Optimism
- Sound Judgment
- Courage
- Teamwork

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

To Apply:

Please e-mail a cover letter, resume, and contact information for three professional references to Matthew.Spinella@tn.gov. Applications are due by [March 8, 2019](#).

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